

**SINGAPORE PRIMARY SCHOOLS SPORTS COUNCIL
RULES AND REGULATIONS FOR TENNIS 2017**

1 RULES AND REGULATIONS

The National School Games Tennis Championships shall be conducted:

- 1.1 according to the Rules of Tennis 2016 adopted by the ITF.
- 1.2 as governed by the Rules and Regulations of the Singapore Primary Schools Sports Council.
- 1.3 adhering to the Baseline Safety Standards for National School Games.

2 CHAMPIONSHIP ORGANISING COMMITTEE

2.1 COMPOSITION

2.1.1 The Championship Organizing Committee shall consist of the following:

- a) The National Convenor,
- b) The Game Advisor,
- c) The Zone Convenors,
- d) Organising Secretaries and
- e) Any other co-opted members deemed necessary

2.1.2 The Championship Organizing Committee and the Zone Convenors are empowered to appoint sub-committees and individual members to assist in the organization and running of the Championships as and when required.

2.2 DUTIES

2.2.1 The Championship Organizing Committee shall have the following roles and responsibilities:

- a) to draw fixtures;
- b) to fix venues, dates and times;
- c) to arrange for equipment and facilities, and perform any other tasks for conducting the Championships;
- d) to conduct RAMS for the Championships;
- e) to ensure that Convenors conduct RAMs for the respective championships venues;
- f) to appoint referees/umpires;
- g) to incur expenditure within the allocated budget approved by the SPSSC;
- h) to select players to represent SPSSC in approved local and overseas Championships, and to appoint coaches to take charge of the teams;
- i) to deal with matters pertaining to discipline, protest and other aspects of the Championships;
- j) to source and organize coaching and officiating courses to upgrade the technical knowledge and expertise of teachers; and
- k) to implement the Baseline Safety Standards in the organisation of the Championships.

3 DIVISION

3.1 Players shall be placed under 2 Divisions. The age group per division is as follows:

Division	Age	Year/Date of Birth
Senior Division	12 and 13 years old	1 Jan 2006 1 Jan 2005 --- 31 Dec 2005 2 Jan 2004 --- 31 Dec 2004
Junior Division	9, 10 and 11 years old	1 Jan 2009 1 Jan 2008 --- 31 Dec 2008 1 Jan 2007 --- 31 Dec 2007 2 Jan 2006 --- 31 Dec 2006

3.2 Age Dispensation Policy

3.2.1 Pupils who are 7 years old (1 Jan 2011, 1 Jan 2010 --- 31 Dec 2010) and 8 years old (2 Jan 2009 --- 31 Dec 2009) may choose to participate in the Junior Division.

3.2.2 Application for age dispensation has to be put forth by parents/guardians, endorsed by school Principals and submitted to the Organising Committee for follow up. (Refer to Annex A).

3.2.3 All pupils can only compete in one division within the same year.

3.2.4 Age dispensation policy is only applicable to the year of application.

4 ENTRIES

4.1 Each school is eligible to enter only one team in each of the following divisions:

- a) Boys Senior Division
- b) Boys Junior Division
- c) Girls Senior Division
- d) Girls Junior Division

4.2 All entries must be submitted through the SPSSC e-Registration portal on or before the stipulated closing date. This includes details of players along with the necessary supporting documents.

- a) Baseline Safety Acknowledgement Form
- b) Supporting documents for Special/Transfer case students
- c) Other forms as determined by the Organising Committee

5 REGISTRATION OF PLAYERS

5.1 Each team must register a minimum of 6 and a maximum of 8 players.

5.2 Only in the event that any player(s) registered be transferred or has/have to leave school during the preliminary rounds, the school shall be allowed to replace the affected player(s).

5.2.1 Schools must write in to inform the Convenor of the replacement at least one (1) working day before the next match.

5.2.2 However, no replacement of player is allowed once the Championship reaches the semi-final stage.

- 5.3 If a school chooses not to register the maximum number of players allowed, at the time of submitting the registration form to the Convenor, the school shall not be permitted to register additional players subsequently.
- 5.4 International pupils can only be registered to play for their school **after** they have been issued with the student passes from the Immigration and Checkpoints Authority (ICA).
- 5.5 International pupils who are in the schools on exchange programmes are not allowed to represent the school.
- 5.6 Pupils granted Leave of Absence (LOA) by MOE will be allowed to represent the school.
- 5.7 Registration constitutes representation, that is, once a pupil is registered to play for a school, he or she is deemed to have represented his or her school. Hence, the pupil is not allowed to represent another school in the same Championships in the same year.

6 CHAMPIONSHIP FORMAT

6.1 PRELIMINARY ROUND

- 6.1.1 The Championships at the preliminary rounds shall be organised on an inter-school league format. Where entries are grouped, each group shall have a minimum of four (4) teams. (Please refer to Annex B).

6.2 SEMI-FINALS / FINALS

- 6.2.1 For the semi-final round, the champion and runner-up of each group shall enter into a criss-cross competition. The winner of group 1 will meet the runner-up of group 2 and vice-versa.
- 6.2.2 The winners of the two (2) semi-finals shall then play in the final to decide the champion and runner-up. The remaining teams of the two (2) semi-finals will play for 3rd and 4th positions.

6.3 COMPOSITION OF TEAM

- 6.3.1 In the Junior and Senior Divisions, each team will consist of 2 Singles and 1 Doubles.
- 6.3.2 Each player is allowed to play once in a tie.

6.4 LINE-UP

- 6.4.1 The line-up of players must be submitted to the referee by the teacher-in-charge at least 15 minutes before the commencement of the day's play.
- 6.4.2 The teachers-in-charge of the competing schools must submit the line-up form to the referee at the same time before the commencement of play, for all matches.
- 6.4.3 In the event of postponed matches, if any game has commenced, the same line-up will be enforced. (A game is deemed to have commenced when a point is scored. (i.e. 15-0))
- 6.4.4 In the event of postponed matches, if a game has not commenced, a new line-up may be submitted.

6.5 ORDER OF PLAY

The order of play shall be:
1st Singles
Doubles
2nd Singles

6.6 SYSTEM OF SCORING

- 6.6.1 The ITF Rules of Tennis 2016 Rule 5 (Appendix V) "Score in a Game" "No-Ad SCORING METHOD" will be adopted, where a deciding point is played at "Deuce". The receiver shall receive the service from the right half the court. In doubles, the players of the receiving team cannot change positions to receive this deciding point.
- 6.6.2 In the Junior Division, the matches will be played using the 6-game rule. A player who wins 6 games is declared the winner. A match is decided by a single set of 6 games.
- 6.6.3 In the Junior Division, if the score reaches 5 games all, a tie-break game shall be played. ITF Rule 5b "Tie-break game" states that the first player/team to win 7 points wins the "Game" and "Set", provided there is a margin of 2 points over the opponent(s).
- 6.6.4 In the Senior Division, the matches will be played using the 9-game rule. A player who wins 9 games is declared the winner. A match is decided by a single set of 9 games.
- 6.6.5 In the Senior Division, if the score reaches 8 games all, a tie-break game shall be played. ITF Rule 5b "Tie-break game" states that the first player/team to win 7 points wins the "Game" and "Set", provided there is a margin of 2 points over the opponent(s).

6.7 REFEREE

The Referee (Convening School) of the day shall have the power to resolve any dispute that may arise and be prepared to answer any questions that may arise from disputes.

6.8 WARMING-UP

Players are allowed a 3 minute warm-up time before the start of the match.

6.9 CONTINUOUS PLAY AND REST PERIOD

- 6.9.1 In the preliminary matches, play shall be continuous from the first serve until the match is concluded (ITF Rule 29) and coaching is not allowed during the game (ITF Rule 30).
- 6.9.2 However, coaching will only be allowed from the Semi-Final stage onwards. In this instance, coaching will be allowed during the change-over, but players must remain on-court while coaches remain off-court. This must not exceed 90 seconds during change of ends. Players will have the option to utilize it.

6.10 CHAMPIONSHIP BALL

The Championship ball shall be the ball provided by the sponsor or other ITF approved tennis balls decided by the Championship Organising Committee.

7 GRACE PERIOD

- 7.1 Fifteen (15) minutes grace is allowed. The Referee may, at his/her discretion, extend this grace period if he/she thinks the extension of grace period is justifiable (e.g. in special cases when delay may be caused by traffic jams, etc.). However, the team concerned must contact the Referee at the venue to inform him/her of the delay. Teams must abide by the decision of the Referee.

8 POSTPONEMENT

- 8.1 The Convenor or the Referee shall, at his/her discretion, decide to postpone a match if he/she thinks the venue is unfit for play, or for any other valid reasons for which he/she deems a postponement is in order. Teams must abide by the decision of the Convenor or the Referee.
- 8.2 The Convenor or the Referee may stop or suspend a match temporarily due to conditions of the grounds/weather or other reasons deemed valid. Once a match is suspended and until the Convenor or the Referee postpones the match, the players, the Umpire and all court officials must remain ready to resume play. The Convenor or the Referee must make all decisions regarding the postponement

of a match to a later day.

- 8.3 Upon suspension/postponement of a match, the Umpire shall record the time, point, game and set score, the name of the server, the sides on which each player was situated and collect all balls in use for the match.

9 WITHDRAWAL AND WALKOVER

- 9.1 Any withdrawal or walkover is considered contrary to the spirit of the game.
- 9.2 Schools participating in the championship should not withdraw or give walk-overs.
- 9.3 For each withdrawal or walk-over, a written explanation duly endorsed by the Principal shall be submitted to the Convenor and the Game Advisor within two (2) working days.
- 9.4 In the play-off for top 4 placing, any walk-over will disqualify the team from being placed.

10 ABANDONED GAME

- 10.1 Decisions on abandoned game(s) shall comply with the laws of Tennis.
- 10.2 The Referee is required to submit a written report on an abandoned game within one (1) working day.
- 10.3 For decision on abandoned game, refer to Para 21 on disqualifications.

11 PROTEST

- 11.1 Any clarification on points of laws/rules must be lodged immediately by the teacher-in-charge to the Referee. The decision taken by the Referee will be final.
- 11.2 All protests shall be referred to the Championship Organising Committee. The protest(s) must reach the Committee within one (1) working day following the match to which it relates. The protest must be in writing and duly signed by the Principal. All protests must also be accompanied by a protest fee of one hundred and fifty dollars (\$150).
- 11.3 The Championship Organising Committee will deliberate on the protest within three (3) working days. The decision will then be made known in writing to the school concerned by the next day.
- 11.4 If the protest is upheld, the protest fee will not be required. If it is overruled, the protest fee of \$150 will be deducted from the protesting school's account, via IFAAS.
- 11.5 When there is conflict of interest, the school involved will not sit in the committee considering the protest.

12 APPEAL

- 12.1 Upon the release/disclosure of the decision of the Championship Organizing Committee, only schools may appeal to the Council.
- 12.2 Notices of appeal shall be lodged with the Secretary of the Central Council within two (2) working days upon receiving the Championship Organizing Committee's decision. The appeal must be in writing and duly signed by the Principal and accompanied by an administrative fee of three hundred dollars (\$300).
- 12.3 Upon receiving the notice of appeal from the school, the appeal fee of \$300 shall be deducted from the school's account via IFAAS. Regardless of the outcome of the appeal, there will be no refund.

12.4 The Board of Appeal will deliberate on the appeal. The decision of the Board of Appeal shall be final. (Please refer to Annex C).

13 SUSPENSION

13.1 A player suspended by any one of the following bodies is barred from participating in the SPSSC Championships for Tennis for the period of suspension:

- a) The School
- b) The Zone Council
- c) The Singapore Primary Schools Sports Council
- d) The Singapore Tennis Association

14 AWARD OF LEAGUE POINTS

14.1 The following scoring system shall apply:

Win	2 points
Loss	1 point
Walk-over	0 point

15 TIE IN LEAGUE POINTS (Based on Davis Cup Rule 2007)

15.1 If only two teams score an equal number of points, the head-to-head result between these teams shall decide the winner.

15.2 If three or more teams score an equal number of points, the number of matches won shall decide the winner.

15.3 If matches won are equal, the percentage of games won of total games played against all teams in the pool shall decide the winner. When three or more teams are tied, head-to-head results are never used to determine the positions in the Group.

16 PRIZES

3 teams	: 2 team prizes
4 teams	: 3 team prizes
5 or more teams	: 4 team prizes

17 TEACHER-IN-CHARGE OF TEAM

17.1 Each participating team must be accompanied by a teacher who shall remain with the team throughout the duration of play. (Please refer to Annex D).

17.2 Teachers-in-charge are not allowed to interfere with the final decision taken by the Referee/Umpire on points of laws/rules after clarification has been sought. If such interference results in disruption of any match/game, a report shall be made by the Convenor and the matter brought to the attention of the Championship Organising Committee for appropriate action.

18 LINESMEN

18.1 Each participating team must provide 4 linesmen at every tie.

18.2 Schools are responsible for the training of their linesmen, and to ensure that they are fit and able to perform their tasks on match days.

19 EXTERNAL INSTRUCTORS

- 19.1 External instructors are expected to conduct themselves with decorum during the championships. (Please refer to Annex D).
- 19.2 External instructors are not allowed to approach the game officials to query their decisions. Only teachers-in-charge are allowed to approach game officials to seek clarifications.
- 19.3 Schools must ensure that their external instructors adhere to the SPSSC Rules and Regulations and the Code of Conduct.
- 19.4 An external instructor who has breached the Rules and Regulations and the Code of Conduct will be referred to the Championship Organising Committee by the respective Convenors for appropriate action to be taken.

20 SUPPORTERS

- 20.1 Schools sending supporters to the Championships shall ensure that their pupils are in proper school uniform and that there is sufficient number of teachers on duty to maintain discipline.
- 20.2 All supporters are required to remain within the stipulated area for supporters throughout the Championship. They are not allowed to be in the Championship arena.
- 20.3 Participating schools must ensure that their supporters and spectators attending the game(s) conduct themselves to the best of their abilities (Refer to Annex E). In the event that unsportmanlike behaviour is observed, the Convenor may, at his discretion, issue an eviction of the spectator from the competition venue.

21 DISQUALIFICATION

- 21.1 A school team will be disqualified if it commits any of the following:
 - a) if it fields an ineligible player who is:
 - i. an overage player
 - ii. an underage player
 - iii. an unregistered player
 - iv. a suspended player
 - v. a player without a valid student pass
 - vi. a non bona fide pupil
 - b) team/player not accompanied by a teacher
 - c) team/player which caused the game/match to be abandoned

- 21.2 All results involving the team which has been disqualified will be considered null and void.

22 ATTIRE

All players must be suitably attired. The attire should bear the school colours/logo/badge or name.

23 MATTERS NOT PROVIDED FOR

All matters not provided for in these Rules and Regulations shall be dealt with by the Championship Organizing Committee.

24 AMENDMENTS

The Singapore Primary Schools Sports Council shall have the right to delete, add or amend the rules and regulations laid down herein.

AGE DISPENSATION POLICY FOR SPSSC

1. BACKGROUND

Age Dispensation Policy refers to the approval for a pupil to participate in a sport/game recognised by the Singapore Primary Schools Sports Council (SPSSC).

This policy **only** applies to 7 and 8 years old who wish to participate in the 'Junior' Division competitions organised under the auspices of the SPSSC (except the 5 identified sports¹ with higher risks). Poomsae event for Taekwondo is allowed.

2. APPLICATION PROCESS

Eligible students (listed in para 1) are to apply for age dispensation with their respective games organising committees using the application form in Annex A2. This form has to be submitted by their parents/guardians and endorsed by their school Principal.

The application form has to be submitted together with the school's registration form for the competition.

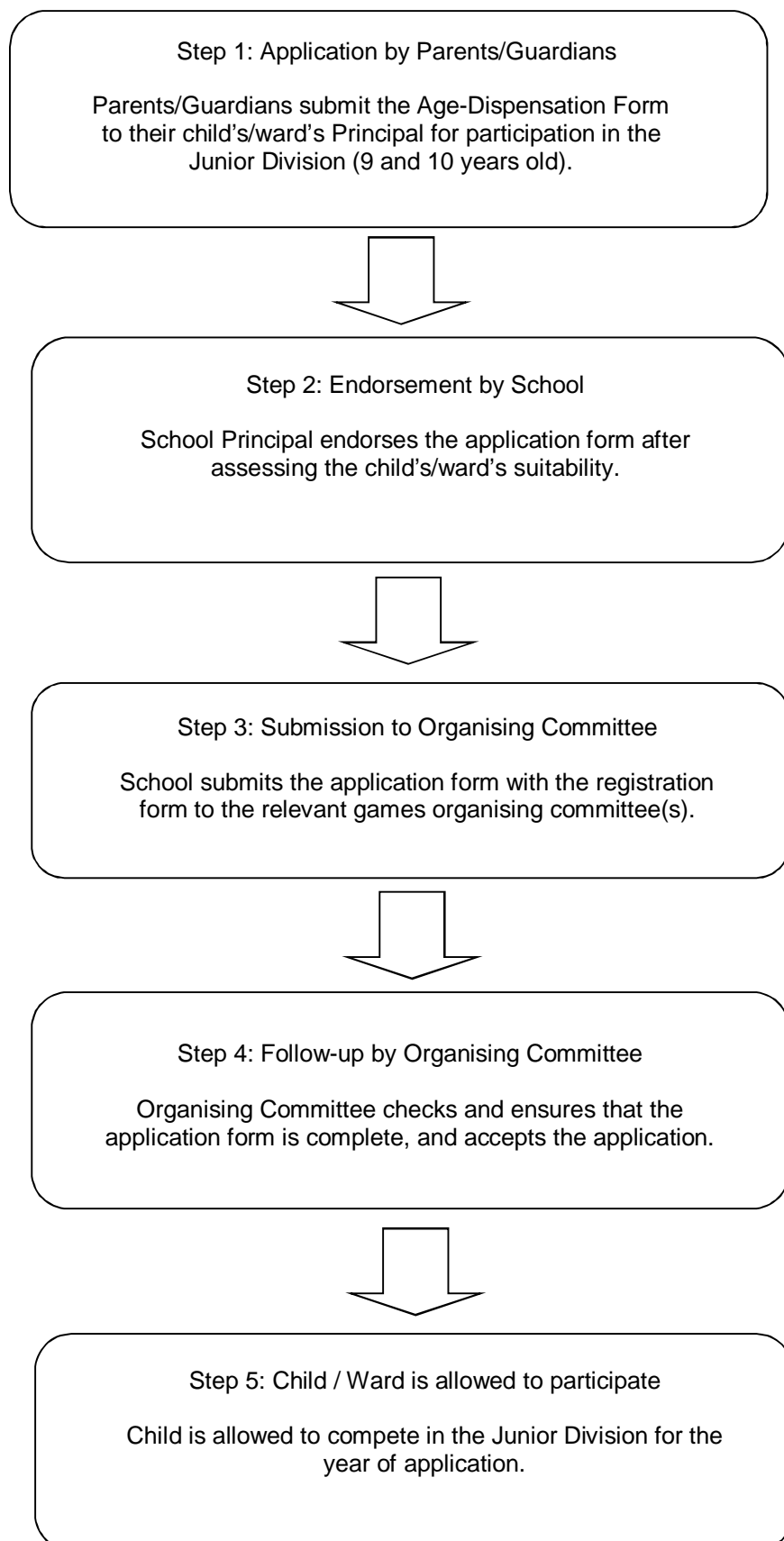
Any application submitted after the closing date stipulated by the respective games convenors will not be considered.

3. TERMS AND CONDITIONS

- a. Age dispensation for 7 and 8 years old is allowed for all sports; except the 5 identified sports with higher risks. Poomsae event for Taekwondo is allowed.
- b. Age dispensation is only granted for the year of application.
- c. Once approved, pupils can only compete in the Junior division, i.e. for both individual and team events for the approved year.

¹ The 5 identified sports are rugby, football, basketball, hockey and taekwondo (Kyrugi). Taekwondo (Poomsae) is a non-contact segment, hence it is not classified as a sport with higher risk.

**SPSSC FIVE STEP FLOWCHART FOR
AGE DISPENSATION**



SINGAPORE PRIMARY SCHOOLS SPORTS COUNCIL
APPLICATION FOR AGE DISPENSATION

Sport:			
Student's Particulars			
Name:		Gender:	
NRIC:		Date of Birth:	
Parent's / Guardian's Particulars			
Name:	* Father/Mother/Guardian		
Contact Number:		Alt Contact Number:	
School's Particulars			
School:			
Principal:			
Teacher in charge:			
Contact Number:		Alt Contact Number:	
Rationale Supporting the Request for Age Dispensation			

Acknowledgement by Parent/Guardian:

I, _____, parent/guardian of _____ would like to request for my child/ward to represent the school in the SPSSC Junior division competition for the above-mentioned sport in _____ (Year).

I have assessed his/her physical and mental readiness and deem him/her to be suitable and ready to compete in the above-stated category.

	Parent's/Guardian's Signature and Date

Principal's Endorsement:

	Principal's Signature and Date

CHAMPIONSHIP FORMAT

In determining the format for the competition, National/Zone Organising Committees should aim to provide meaningful¹ competition experiences for participating teams. The suggested championship formats highlighted in this Annex are options that the Organising Committee can consider when drawing up their fixtures. The selected competition format should be standardised within the same sport (i.e. across zones; and from year to year).

One-Group Championship Format

Grouping

The Championship will be played in a One-Group single round robin format.

Number of Teams	Group
3 to 7 teams	One-Group

The National/Zone Organising Committee may decide to adopt one of the options listed below according to ranked order:

Option 1: With Play-offs	At the end of the One-Group round robin format, the top 2 placed teams will play-off for 1st & 2nd position and the 3rd and 4th placed teams will play-off for 3rd & 4th position
Option 2: With Semi-Finals	At the end of the One-Group round robin format, semi-finals will be played between the teams ranked 1st & 4th and 2nd & 3rd. The winners of the semi-finals will play for the 1st & 2nd and the losers of the semi-finals will play for the 3rd & 4th positions.
Option 3: Without play-offs or semi-finals	Team ranking will be determined by the league points accumulated at the end of the single round robin format.

Note:

National/Zone Organising Committee should adopt **Option 1 as a default option** when deciding on the competition format. If Option 1 is not tenable, the Organising Committee may consider adopting Option 2 next, followed by Option 3 and inform the Standing Committee.

¹ Each participating team should minimally play 3 matches (i.e. cumulative across Zone and National competitions; where applicable) in the course of competition.

Two-Group Championship Format**Preliminary Round****Seeding**

The champion and the fourth team of the preceding tournament shall be seeded in Group A. The runner-up and the third team of the preceding tournament shall be seeded in Group B.

Grouping

Except for the seeded team, grouping will be determined by the drawing of lots. The top 2 teams of each group will advance to the semi-final round. Convenor may determine the number of teams per group by drawing of lots.

Number of Teams	Group A	Group B
8 teams	4	4
9 teams	4	5
	5	4
10 teams	5	5
11 teams	5	6
	6	5
12 teams	6	6
13 teams	6	7
	7	6
14 teams	7	7

Semi-Final Round

The champion and runner-up of each group shall enter into a criss-cross championship. The winner of group A will meet the runner-up of group B and vice-versa.

Semi-final 1(SF2)	A1 vs. B2
Semi-final 2 (SF2)	B1 vs. A2

Finals

The winners of the two semi-finals shall then play at the final to decide the champion and runner-up. The losers of the two semi-finals will play for 3rd and 4th positions.

1 st & 2 nd Position	Winner of SF1 vs. Winner of SF2
3 rd & 4 th Position	Loser of SF1 vs. Loser of SF2

Three-Group Championship Format**Preliminary Round****Seeding**

The champion of the preceding tournament shall be seeded in Group A, the runner-up and third placed teams in Group B and Group C respectively. In the event that one of the seeded team withdraws from the tournament, the fourth placed team of the preceding tournament will be seeded.

Grouping

Except for the seeded team, grouping will be determined by the drawing of lots. The top 2 teams of the groups will advance to the quarter-final round. Convenor may determine the number of teams per group by drawing of lots.

Number of Teams	Group A	Group B	Group C
12 teams	4	4	4
13 teams	4	4	5
	5	4	4
	4	5	4
14 teams	4	5	5
	5	4	5
	5	5	4
15 teams	5	5	5
16 teams	6	5	5
	5	6	5
	5	5	6
17 teams	6	6	5
	6	5	6
	5	6	6
18 teams	6	6	6
19 teams	6	6	7
	7	6	6
	6	7	6
20 teams	6	7	7
	7	6	7
	7	7	6
21 teams	7	7	7

Quarter-Final Round

The quarter-final round will be played in a 2-Group format. One of the groups shall consist of two (2) group

champions and one (1) group runners-up, and the other group one (1) group champion and two (2) group runners-up. The groups shall be determined by drawing of lots.

The group champion and runner-up shall be placed in different groups in the quarter-final round. For example, if A1 is drawn into Group X, A2 shall be placed in Group Y.

Group X	Group Y
A1	B1
C1	A2
B2	C2

Semi-Final Round

The champion and runner-up of each group shall enter into a criss-cross championship. The winner of group X will meet the runner-up of group Y and vice-versa.

Semi-final 1 (SF1)	X1 vs. Y2
Semi-final 2 (SF2)	Y1 vs. X2

Finals

The winners of the two semi-finals shall then play at the final to decide the champion and runner-up. The losers of the two semi-finals will play for 3rd and 4th positions.

1 st & 2 nd Position	Winner of SF1 vs. Winner of SF2
3 rd & 4 th Position	Loser of SF1 vs. Loser of SF2

Four-Group Championship Format

Preliminary Round

Seeding

The champion of the preceding tournament shall be seeded in Group A, the runner-up, third placed and the fourth placed teams in Group B, Group C and Group D respectively.

Grouping

Except for the seeded team, grouping will be determined by the drawing of lots. The top 2 teams of the groups will advance to the quarter-final round. Convenor may determine the number of teams per group by drawing of lots.

Number of Teams	Group A	Group B	Group C	Group D
16 teams	4	4	4	4

17 teams	5	4	4	4
	4	5	4	4
	4	4	5	4
	4	4	4	5
18 teams	5	5	4	4
	5	4	4	5
	4	5	5	4
	4	4	5	5
19 teams	5	5	5	4
	5	5	4	5
	5	4	5	5
	4	5	5	5
20 teams	5	5	5	5
21 teams	6	5	5	5
	5	6	5	5
	5	5	6	5
	5	5	5	6
22 teams	6	6	5	5
	6	5	5	6
	5	6	6	5
	5	5	6	6
23 teams	6	6	6	5
	6	6	5	6
	6	5	6	6
	5	6	6	6
24 teams	6	6	6	6
25 teams	7	6	6	6
	6	7	6	6
	6	6	7	6
	6	6	6	7
26 teams	7	7	6	6
	6	7	7	6
	7	6	6	7
	6	6	7	7
27 teams	7	7	7	6
	7	7	6	7
	7	6	7	7
	6	7	7	7

28 teams	7	7	7	7
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Quarter-Final Round

The quarter-final round will be played in a 2-Group format. Each group shall consist of two (2) group champions and two (2) group runners-up. The groups shall be determined by drawing of lots. The group champion and runner-up shall be placed in different groups in the quarter-final round. For example, if A1 is drawn into Group X, A2 shall be placed in Group Y.

Group X	Group Y
A1	B1
C1	D1
B2	A2
D2	C2

Semi-Final Round

The champion and runner-up of each group shall enter into a criss-cross championship. The winner of group X will meet the runner-up of group Y and vice-versa.

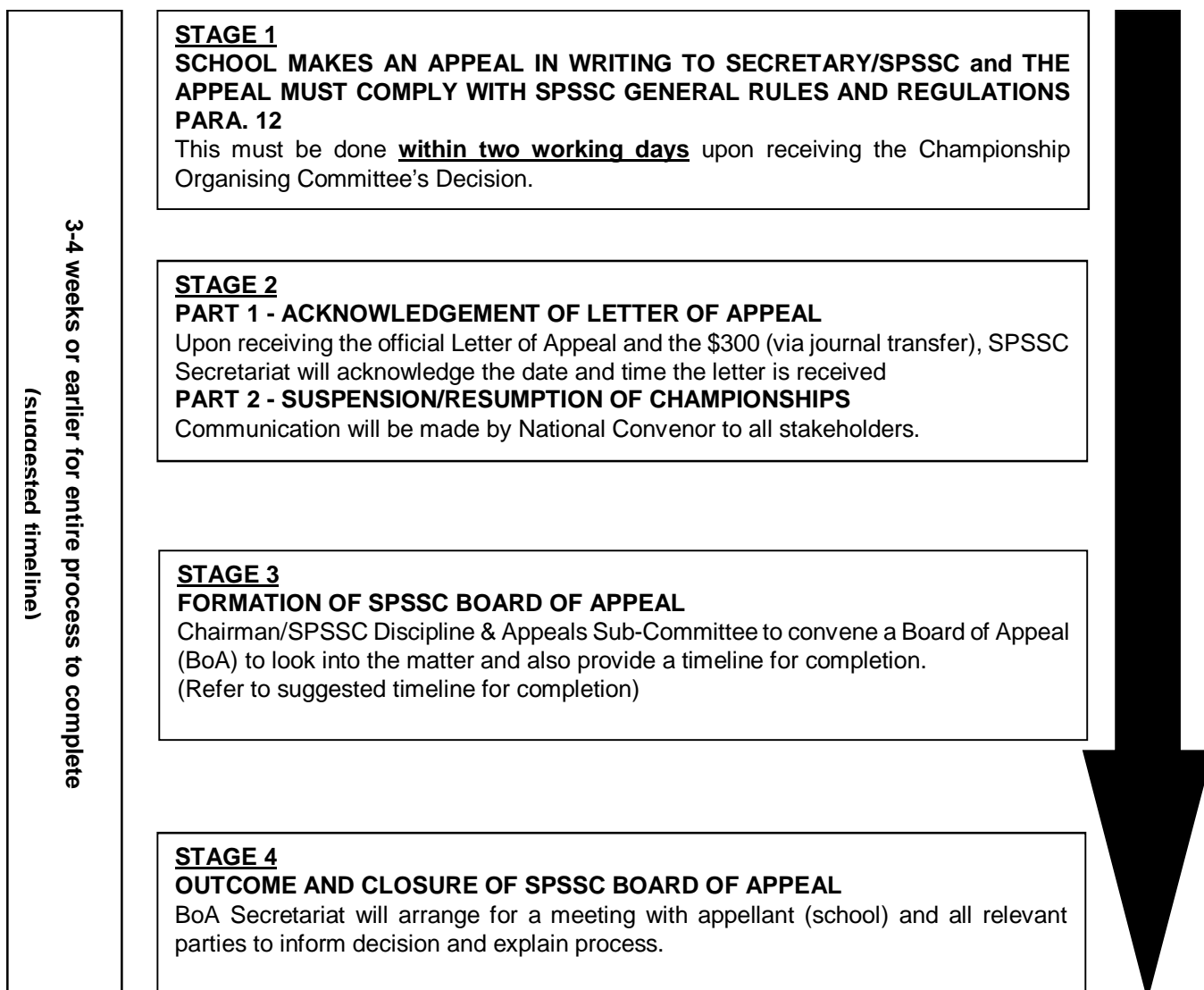
Semi-final match 1	X1 vs. Y2
Semi-final match 2	Y1 vs. X2

Finals

The winners of the two semi-finals shall then play at the final to decide the champion and runner-up. The losers of the two semi-finals will play for 3rd and 4th positions.

1 st & 2 nd Position	Winner of SF1 vs. Winner of SF2
3 rd & 4 th Position	Loser of SF1 vs. Loser of SF2

SPSSC PROCEDURE FOR APPEALS WORKFLOW



As in accordance with the SPSSC General Rules and Regulations under rule 12.4, the decision of the Board of Appeal or the Standing Committee shall be final.

SINGAPORE PRIMARY SCHOOLS SPORTS COUNCIL

Role of The Teacher In-Charge

(Please also refer to CCA Handbook: Role of CCA Teacher and Role of the CCA Coach / Instructor Chapter 2, Annex B & C

<http://library.opal.moe.edu.sg/cos/o.x?c=/library/reslib&uid=&ptid=84&func=prop2&id=255107>)

The teacher in-charge will represent the school on all matters pertaining to the administration and organisation of the tournament. He/She will do the following:

- to ensure good attendance during practice
- to take follow-up actions on absenteeism of members
- to co-ordinate training sessions with the external instructor
- to monitor and take stock of sports equipment
- to attend meetings called by the game convenor
- to submit team list
- to be responsible for the accuracy of the players' particulars in the entry forms and ensure that the pupils are not placed in the wrong division.
- to liaise between the Organising Committee (convenor school) and the Principal (school)
- to check the fixtures and schedules
- to make transport arrangements for the teams
- to accompany the school teams for all competitions
- to remain with the team throughout the duration of play
- to be responsible for the conduct and behaviour of the external instructor, players and supporters
- to represent the school in matters pertaining to appeals/protests (as required by the sport/game)
- to accompany pupils at disciplinary board meeting
- to ensure that the team is medically covered e.g. first aid kit

Code of Conduct for External Instructors

- External instructors are expected to conduct themselves well in carrying out their duties.
- They are to observe the rules and regulations of the school.
- They should not replace the role of the teacher in-charge.
- They will prepare the training schedule for the team, in consultation with the Principal and the teacher in-charge (i.e. 30-week programme)
- They are not allowed into the competition area except where the rule of the game requires the presence of the instructor e.g. Softball.
- They cannot represent the school in any matters.
- They must not interfere with the organisation of the tournament.
- They are not allowed to approach the game officials to query their decisions. Only teachers in-charge are allowed to approach game officials to seek clarifications.
- External instructors violating the above rules will be asked to leave the competition arena.
- Action will be taken against the school if the external instructors fail to comply with the tournament rules.
- The onus for the external instructors to adhere to the above rules and to be well versed with the competition rules amended to meet the needs of our pupils lies with the school concerned.
- Ensure that the team has adequate rest and given water breaks.
- Instructors should refrain from using foul language or in a tone not becoming of proper behaviour.

Expected Behaviour for Spectators

Spectators' Creed

- Be a Respectful Supporter – Applaud excellence and fair play. Appreciate the efforts of all athletes, teachers, coaches, officials and organisers.
- Be a Motivator– Cheer to encourage and motivate. Care for athletes' well-being.
- Be a Responsible Spectator – Keep the venue safe and comfortable for all. Keep the venue clean.